

**Pre-Proposal Conference Meeting Minutes
Friday January 12, 2018**

**“Medicaid Program Business Process Consulting Diagnostic Services
and Roadmap for Change”
OPASS 18-17900, eMM# MDM0031036344**

MDH Participants:

- Jessica Fields- Contract Officer, Office of Procurement and Support Services (OPASS)
- Dennis Shrader- Contract Manager, Chief Operating Officer
- Danna Dembrow- Procurement Officer, Office of Procurement and Support Services (OPASS)

Vendor Attendees:

- Audacious Inquiry LLC: Julie Boughn
- Public Consulting Group Inc: Rich Albertoni
- Cognosante: Alex Peralta
- Health Management Associates: Chad Basham, Karen Brodsky
- JaLor Professional Services LLC: Carolyn Green Fitzgerald
- Myers and Staffer LC: Heather McGinnity, Venesa Day
- Alavarez & Marsal Public Sector Services LLC: Brian Allen,
- Deloitte: Amanda Harris, Lindsay Hough

- Maximus: David Albert, Sherman Moore
- Mazars: Chuck Woods, Gil Enos

- AArete LLC: Mac Gager
- Angari International Inc.: Venkat Subramanian, John Punith
- Ernest Young: George Atalla
- IMPAQ: Harjinder Gill
- MITA TAC: Dave Walsh
- Accenture: Miruna Burk
- IBM Watson Health: John H. Johnson
- KPMG: Lawrence Kocot
- PCG Health: Rich Albertoni
- Burton Policy: Mary Pohl

- PEBS: Michael Davis
- Preferred Technology Solutions: Khin Contino

- Mathematica: Sule Gerovich

Vendor Attendees via WEBEX:

- Maximus: Jennifer Benning
- CPMS: Terry Tomlinson
- KL Scott Associates: Keith Scott
- Berry Dunn: Karla Fossett
- M-INC: Shannon Marker
- Alvarez and Marsal: Daniel Harlan
- Think HTS: Elizabeth

Minutes transcribed by Jessica Fields, Contract Officer, OPASS

Procurement Overview-Jessica Fields, Contract Officer, OPASS

The Medicaid Program, a unit of the Maryland Department of Health (MDH), is issuing this Request for Proposal (RFP) to obtain advisory consulting services to analyze the current administrative state of the Medicaid Program, identify opportunities for improvement and create a roadmap to implement Department accepted changes.

The contract resulting from these solicitations will be for **6 months** beginning on or about **April 1, 2018**. The Procurement Method for this solicitation is **Competitive Sealed Proposal**.

Please remember that in order to receive a contract award, a vendor must be “registered” on eMaryland Marketplace (eMM). Registration is free. Please review Subsection 4.2 of the RFP for details and website address.

Subsequent to the pre-proposal conference, written questions will be accepted until there is insufficient time to do so before the due date. Questions should be submitted no later than five (5) business days prior to the proposal due date. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the proposal due date. So try to get any questions to us ASAP.

This request for proposal requires the submission of 2 proposals, Volume 1-Technical Proposal (separately sealed envelope), Volume 2- Financial Proposal (separately sealed envelope). The general format for the proposals are clearly stated under **Section 5- Proposal Format**

Subsection 5.4 Volume 1- Technical Proposal lists all of the documents and information that should be included in the Technical Proposal.

The following number of Technical Proposals are required: 1 original unbound; 5 unbound copies; 1 electronic version (CD, DVD, Flash Drive, etc.) in Microsoft Word format; and a second electronic version in a searchable pdf document in the same format for Public Information Act (PIA) requests. This copy shall be redacted so that confidential and/or proprietary information has been removed.

Subsection 5.5 Volume 2- Financial Proposal states that worksheets are included and formatted in Excel.

The following number of Financial Proposals are required: 1 original unbound; 5 unbound copies; 1 electronic version (CD, DVD, Flash Drive, etc.) in Microsoft Excel format.

Your proposals will be evaluated by a committee organized for that purpose and will be based on the criteria set forth in the RFP under **Section 6 – Evaluation Criteria and Selection Procedure.**

- Technical Criteria, listed in descending order of importance, can be found in subsection 6.2
- Financial Criteria, listed in descending order of importance, can be found in subsection 6.3

As noted in Subsection 6.5 under Selection Procedure (beginning on page 51), the contracts will be awarded to the responsible Offeror that submitted the proposal determined to be the most advantageous to the State considering technical evaluation factors and price factors as set forth in the RFPs. Unsuccessful Offerors have the right to ask for a debriefing. Upon completion of the Technical Proposal and Financial Proposal evaluations and rankings, each Offeror will receive an overall ranking. For the purpose of these solicitations, in making the most advantageous Proposal determination, technical factors will receive equal weight with the financial factors.

It is very important that you get your proposals to us by the date, time, and location listed. Your proposals are due no later than **Thursday, February 8, 2018 at 2 p.m. Local Time.** The address for receipt of proposals is listed on the Key Information Summary Sheet. **No proposals will be accepted after the specified due date and time.**

There are three (3) acceptable means of delivering a proposal. They are: 1.) The U.S. Postal Service; 2.) Hand Delivery by Offeror - ask for receipt; 3.) Hand Delivery by Commercial Carrier - ask for receipt

Programmatic Overview – Dennis Shrader, Chief Operating Officer

The Department is issuing this solicitation to obtain a Contractor to provide a small team of senior advisors that will: 1. perform an analysis of the administrative aspects of the Department's Medicaid program (i.e., perform an AS-IS analysis); 2. recommend business process, organization, etc., changes to improve the performance of the Medicaid Program, including associated analyses of the rough magnitude of economic impacts, resource allocation, and implementation timeframe (i.e., make TO-BE recommendations); and 3. provide guidance for how over a several year period the Department might best implement the changes. The objective is not detailed analysis and recommendations for implementing systems and programs, but rather executive-level analysis and recommendations to inform strategy and priorities

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Offerors/Bidders are asked to please review **Section – Contractor Requirements: Scope of Work** to get a full understanding of what is expected.

Note: Please see attached Addendum 3 and expect Addendum 4 with Questions and Answers on or about 1/22/18.